

**Risk Reduction and Environmental Stewardship (RRES)  
Environmental Characterization and Remediation Group (ECR)**

**Operational Support/Material Handling Hazard Control Plan**

**HCP Number: HCP-4, Rev. 2.0**

**HCP Title: Operational Support/Material Handling**

RISK*	
Initial Risk: Low	Residual Risk: Minimal

\* Risk determinations from LIR 300-00-01 Risk Determination Matrix; see p.5 of this HCP.

**Consultation**

*(When initial risk is medium, consultation with independent peer(s) or RRES-ECR Subject Matter Expert(s) is required)*

☒ Not Required      ☐ Required

**Concurrence**

*(When initial risk is high, concurrence of independent Peer(s) is required ) and RRES-ECR Subject Matter*

☒ Not Required      ☐ Required

\_\_\_\_\_  
**Name** (RRES-ECR Subject Matter Expert)

\_\_\_\_\_  
**Signature** (as required)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name** (Independent Peer)

\_\_\_\_\_  
**Signature** (as required)

\_\_\_\_\_  
**Date**

**Line Management Review (RRES-ECR)**

Alison M. Dorries

\_\_\_\_\_  
**Name** (Acting Group Leader)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Revision History**

Document Number	Issue Date	Action	Description
HCP-4, Rev. 2	November 2003	Revision	Revised group information.

## Operational Support/Material Handling

### SCOPE

This Hazard Control Plan (HCP) covers activities associated with operational support, material handling, maintenance, and similar activities conducted by RRES-ECR material handlers support staff for RRES-RS employees located throughout TA-0, Building 1237 (hereafter referred to as the Pueblo Complex).

**NOTE: *THIS HCP DOES NOT COVER THE MAINTENANCE OR INSTALLATION OF ELECTRICAL OR ENERGIZED COMPONENTS OR SYSTEMS. RRES-ECR OPERATIONAL SUPPORT/MATERIAL HANDLERS ARE NOT AUTHORIZED FOR SUCH WORK.***

### DESCRIPTION OF OPERATION

Aspects of work addressed by this HCP include, but are not limited to:

- physical movement of storage boxes and procured items, non-powered office accessories, empty shipping containers, and small items of furniture,
- occasional installation/maintenance of office-related peripherals (e.g. keyboard trays, small shelves, bulletin boards, signs, etc.),
- spreading sand and commercially available ice melting products on walkways at building entrances during cold weather conditions,
- assistance with implementation of corrective measures and actions identified by RRES-RS management in routine and non-routine safety “walk arounds”,
- reconfiguration of office layouts/configurations involving non-powered components and modular office systems, and
- operation of government motor vehicles for work-related activities.

### MATERIAL AND EQUIPMENT

Equipment that may be used in operational support/material handler activities includes, but is not limited to:

- various hand-actuated and powered hand tools,
- step ladders, stools, hand-trucks, dollies, and similar assistance items, and
- safety glasses, gloves, safety shoes, and similar safety items.

### LANL AND REGULATORY REQUIREMENTS

N/A

**FACILITY SPECIFIC REQUIREMENTS**

N/A

## EMERGENCY ACTIONS

Minor cuts and abrasions: Affected individual is to go to Occupational Medicine (ESH-2).

More serious worker injuries/exposures: Should an emergency occur (e.g., serious bleeding, fractures, back injuries, eye injuries, burns, electric shock, etc.), a responsible person shall call 911 for emergency assistance. In the case of electrical shock and an energized circuit, clear the area of all other personnel, identify the circuit, and trip the circuit breaker if possible. As soon as the situation is stabilized, the incident shall be reported in accordance with RRES-DO guidelines for incident reporting (Attachment A).

## WASTE GENERATION

There are no foreseeable significant impacts to the environment. Non-recyclable packaging materials that are disposed of in the trash will, however, eventually end up in the county landfill.

## WORK ACTIVITIES, HAZARDS, AND CONTROLS

Activity	Hazard	Control
Accessing work areas	<ul style="list-style-type: none"><li>• Tripping or falling</li><li>• Cuts, punctures, or pinches</li><li>• Animal bites</li><li>• Exposure to Hanta Virus</li></ul>	<ul style="list-style-type: none"><li>• Before beginning work inspect the work area for potential hazards</li><li>• Before beginning work identify sharp edges and hinged parts</li><li>• Use appropriate ladders and footstools to access items located above shoulder level</li><li>• When rodent droppings or nests are encountered leave the area and notify the responsible laboratory contact</li><li>• When rodents, arachnids, or snakes are encountered leave the area and notify the responsible laboratory contact</li></ul>
Lifting/Moving	<ul style="list-style-type: none"><li>• Strains and injuries from lifting or moving objects</li></ul>	<ul style="list-style-type: none"><li>• Review videotape on proper lifting techniques and back injury prevention</li><li>• Use proper lifting techniques:<ul style="list-style-type: none"><li>– Use good judgement when gauging the weight you can lift, and stay within your limits. Do not lift bulky materials or those weighing more than 50 pounds without someone's assistance or the use of a mechanical lifting device. Do not twist the torso while lifting.</li><li>– Space your feet apart for good balance, and position yourself close to the object you are</li></ul></li></ul>

Activity	Hazard	Control
		lifting. – Keep your spine straight as you squat or kneel next to the object you are lifting. – Flex your legs as you lift, using them to do most of the work, and keep the objects close to your body. • Use appropriate ladders and footstools to access items located above shoulder level
Performing installations and maintenance	<ul style="list-style-type: none"> <li>• Cuts, punctures, or pinches</li> <li>• Foreign particles in the eye</li> </ul>	<ul style="list-style-type: none"> <li>• Do not perform penetrations into walls with power tools</li> <li>• Before beginning work identify sharp edges and hinged parts</li> <li>• Wear safety glasses with side shields at all times during activities with potential for eye injury</li> <li>• If unfamiliar with pertinent equipment, workers are required to read documentation for the equipment <b>before</b> beginning work</li> </ul>
Operating motor vehicles	<ul style="list-style-type: none"> <li>• Motor vehicle accidents</li> </ul>	<ul style="list-style-type: none"> <li>• Drivers and passengers must wear seat belts while in a government vehicle</li> <li>• Maintain a safe following distance</li> <li>• Do not exceed posted speed limits</li> <li>• Do not drive if you are overly fatigued, dizzy, or on medication that may compromise safety</li> <li>• If the weather is bad or other dangerous conditions are present, adjust your speed and following distance accordingly</li> <li>• Use your mirrors to evaluate the traffic around you</li> <li>• Use your turn signals to warn other drivers of your intentions</li> </ul>

## RISK DETERMINATION MATRIX

	Likelihood				
Severity	<i>Frequent</i> Usual occurrence to likely occurrence, reasonably expected	<i>Probable</i> Likely occurrence to irregular occurrence, infrequent	<i>Occasional</i> Irregular occurrence, infrequent to slight chance of occurrence	<i>Improbable</i> Slight chance of occurrence to highly unlikely occurrence	<i>Remote</i> Highly unlikely occurrence to extremely unlikely occurrence
<i>Catastrophic</i> Death, severe injury/occupational illness, severe environmental harm or liability, or severe property damage	<b>HIGH</b>	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
<i>Critical</i> Major injury/chronic impairment or occupational illness, major environmental harm or liability, or major property damage	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>	<b>MINIMAL</b>
<i>Moderate</i> Minor injury/temporary impairment or occupational illness, minor environmental harm or liability, or minor property damage	<b>HIGH</b>	<b>MEDIUM</b>	<b>Initial</b>  <b>LOW</b>	<b>Residual</b>  <b>MINIMAL</b>	<b>MINIMAL</b>
<i>Negligible</i> Less-than-minor injury or occupational illness, less-than-minor environmental harm or liability, or less-than-minor property damage	<b>LOW</b>	<b>MINIMAL</b>	<b>MINIMAL</b>	<b>MINIMAL</b>	<b>MINIMAL</b>

[Using a token card, click here to record "self-study" training to this procedure.](#)

If you do not possess a token card or encounter problems, contact the RRES-ECR training specialist.